

MASS. ED40. 2: In 8



**internship**  
an opportunity to  
apply academic  
theories and  
principles in  
practical work  
environments

**massachusetts  
internship  
office**

**massachusetts internship office**

330 Stuart Street

Boston, Massachusetts 02116

TELEPHONE: (617) 727-8688

DIRECTIONS: MBTA to Arlington Station.

Located at corner of Berkeley  
and Stuart Streets near old  
John Hancock Bldg.

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# **about the massachusetts internship office**

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An internship can provide an opportunity for a student to explore a new career, apply classroom learning to a practical work environment, acquire new skills or knowledge, and serve a particular group or community. Expected outcomes of participating in an internship include increased self-esteem, self-awareness, and personal growth.

The Massachusetts Internship Office maintains current descriptions of internships at more than 300 government agencies and nonprofit organizations throughout Massachusetts. Serving as liaison between intern sponsor, student, and school, the Internship Office refers students to positions designed to complement academic studies and career goals.

During the school year, most internships are available on a volunteer basis. Students usually volunteer part-time for a minimum of three months. Each summer, the Internship Office sponsors two paid programs which are described below.

## **Summer Work-Study Program**

Matching funds are offered to students who receive College Work-Study for off-campus employment. Students work full-time in internships of their choice.

If you think that you qualify for Work-Study according to your school's requirements, contact the Internship Office for an application. Applications for the Summer Work-Study Program are available in January.

## **Public Policy Internship Program**

Paid positions are available to outstanding students who demonstrate an interest in a career in state service. Selected students choose from special projects at the executive level of state government. Applications for the Public Policy Internship Program are available on a limited basis in December.

# **preparing your resume**

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Whether you are interviewing for a job or an internship, a resume is a must. It is a summary of personal information relevant to a particular job. A resume is often the first piece of information about you that a prospective employer sees and should describe at a glance what you are like. It should be long enough to include all the information that is necessary and short enough to avoid trivia. A one-page resume is sufficient for students. Keep in mind that it is important for your resume to be clear, concise, neat, in a good format, complete, and honest.

An explanation of the parts of a resume follows with a sample on page six. There are many correct styles. If you need more help in putting together a resume that suits your needs, contact the placement or career guidance center at your school.

## **heading**

Capitalize and center your name, address, and telephone number. If you have a school address as well as a home address, include both.

It is illegal for an employer to ask your age, marital status, race, or religion. Therefore, this information is optional on a resume. If you choose to include it, list it in the upper righthand corner.

## **objective**

An objective is a brief statement (optional on a resume, but be prepared to discuss it during an interview) on the type of work or career you seek. Draft your objective so that it relates to the position you are applying for.

## **work experience**

List in reverse chronological order (i.e., most recent first) any full-time jobs you have had. Descriptions should be brief, but clear. Include your job title, responsibilities, and dates of employment. Also include in this section part-time jobs or internships that relate to the position you are seeking.

## **education**

List the schools you have attended beginning with the most recent and ending with high school. Include your date of graduation, degree, honors received, and any academic work that is pertinent to your career goals.

## **special skills**

State any special abilities you have, such as proficiency in a foreign language, computer programming, or teaching qualifications. You may also list under this category any awards you have received.

## **interests**

This is the place to put tidbits about yourself that make your resume more personal and colorful. Hobbies, travel, association memberships, and extracurricular activities are appropriate entries in this section.

## **references**

Under this subheading write "Available upon request." Or, you may state that references are on file at your school's placement office if you have registered there. Be sure to include the office telephone number and address. We suggest you have copies of a letter of recommendation from a former employer, a professor, and a personal friend. Three letters are usually enough. Each one should include the person's address and telephone number.

## **in general**

- Use good quality paper for your resume. Type the original and obtain excellent quality copies.
- If you must use two pages, put page number at the bottom of both pages.
- Never present a prospective employer (or intern supervisor) with a carbon copy.
- Never use abbreviations, especially "etc." Anything important enough to mention should be written out.

## **portfolios**

A portfolio is a collection of items that is representative of your work. It may contain samples of your photographs, writings, drawings, reports, or research papers. At interviews employers may ask to see your portfolio to examine firsthand the quality of your work.

If you think you need a portfolio and haven't begun to put one together, start doing so as soon as possible. You will need it before you graduate. If you are unsure as to what should go into your portfolio, speak to your academic advisor or your school's placement counselor.

# **get off to a good start**

## **your goals**

Before you decide to pursue an internship, you must define your goals. Ask yourself these questions:

- In what type of agency or organization do I want to work?
- What do I want to learn and accomplish?
- Do I have the time to make a commitment to an internship?
- Will classes, vacations, or a part-time job interfere?
- What skills can I offer to the sponsoring agency?
- To what areas am I able to commute?
- Will my school grant credit for work based on an internship experience?

## **choosing an internship**

Descriptions of approximately 400 internship opportunities are available at the Internship Office in Boston, and 13 campus internship centers in Massachusetts. If you attend a school where the Internship Office listings are available, simply visit the center of your campus. (These schools are listed on the back cover of this handbook.) If your school does not have a center, call the Internship Office at (617) 727-8688 and make an appointment with our staff placement counselor.

Whether you visit our main office or the center at your school, a placement counselor will help you choose internships that best match your academic needs and interests. We encourage students to investigate several possibilities before they make a decision.

## **agency interviews**

After meeting with the placement counselor, it is up to you to contact the supervisors at the agencies you have chosen. We urge all students to interview at each agency. In most cases an interview is required by agency supervisors. However, even in cases where it is not mandatory, an interview is still a good idea.

You should use the interview to your advantage. Stress your skills and knowledge; discuss the benefits you can bring to the agency, as well as those you expect to receive from it. Obtain as much information as possible about the agency's operations, the personalities of the staff, and the kinds of services provided to the community. Be a shrewd consumer when "shopping" for an internship.

Mention to supervisors that you are considering several internship possibilities and that you do not expect to make or receive a commitment

at the interview. We suggest that you attend all of your interviews even if you have already made up your mind. Practice at interviewing is always beneficial.

Finally, please remember to be courteous. Supervisors appreciate hearing from you after your interview, if only to find out why you did not choose their placement. Your courtesy will make the process much easier for the next student.

## **academic credit**

Although you probably will not receive pay for your work (occasionally agencies reimburse for travel or provide a small hourly stipend), you may be able to obtain academic credit for projects or research papers produced during your internship. If you intend to receive academic credit, you must adhere to the requirements of your college and/or academic department. It is up to you to make all the arrangements for receiving credit. The Internship Office cannot grant or arrange credit for you.

## **internship agreement**

At the beginning of your internship, we strongly recommend that you and your new sponsor develop an Internship Agreement. This document outlines the specific duties and mutual expectations of the internship. A written commitment such as this provides a standard for on-going and future evaluation of the experience. You can obtain an Internship Agreement at the Internship Office or your campus internship center.

## **insurance**

The Internship Office provides interns with free, on-the-job, medical and liability insurance. You will receive an insurance registration card during your session with the placement counselor. Coverage is provided for your entire internship once you have returned the card to us. We urge you to take advantage of this service.

## **evaluation**

Towards the end of your internship we will send you an evaluation questionnaire. This is your opportunity to let us know what you think about our services. You will also be helping future interns. Placement counselors may show students your evaluation to help them decide if the internship is interesting from a student's point of view. Your observations and opinions are important to us, so please take the time to complete the questionnaire.

## **WILLIAM GARCIA**

**SCHOOL ADDRESS:**  
321 Daley  
Centerburg State College  
Centerburg, MA 02333  
(617) 968-3381

**PERMANENT ADDRESS:**  
75 Oliver Street  
Dedham, MA 05698  
(617) 832-5870

### **JOB OBJECTIVE:**

A position in environmental research, especially one that involves writing impact statements and using computers.

### **WORK EXPERIENCE:**

- June - Aug., 1980      Department of Environmental Planning, Boston, MA — Internship, Staff Assistant - Hazardous Waste Project  
Assisted in the development and execution of statewide hazardous waste information campaign.  
Researched and drafted material on hazardous waste to inform the general public, local officials, and legislators.
- March - May, 1980      Eft Associates, Quincy, MA  
part-time Programming Aide  
Assisted in the writing, entry, and editing of COBOL programs.
- June - Aug., 1979      Project Clean Up, Centerburg, MA  
Supervisor  
Supervised a group of volunteers responsible for cleaning parks and recreational areas throughout the city.

### **EDUCATION:**

- June, 1982      Centerburg State College, Centerburg, MA  
Candidate for Bachelor of Science in Environmental Science; minor in Economics; Dean's List student.
- June, 1978      Morton High School, Morton, MA  
Class President, senior year; Varsity basketball team, two years.

### **QUALIFICATIONS:**

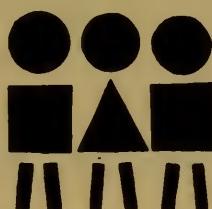
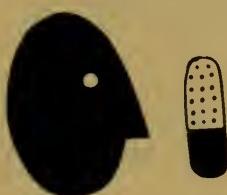
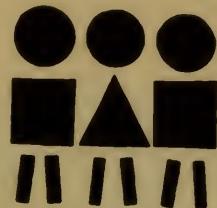
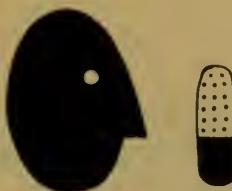
Computer languages: FORTRAN and COBOL, basic program design, and simple debugging.

### **INTERESTS:**

Member of the Appalachian Mountain Club and Centerburg State Chess Club; Coach of coed volleyball team, South Shore Community Center, Braintree, MA.

### **REFERENCES AND PORTFOLIO:**

Available upon request.



## **what are the internship possibilities**

Placements available through the Massachusetts Internship Office are many. There are nine different interest areas. The following pages summarize some of the tasks and activities students undertake.

The overview presented here simply highlights the possibilities since there are too many to discuss individually. Hopefully the information provided will generate your interest and lead you to pursue an internship further.



## applied sciences

For students with technical training in computer science, engineering, and the natural sciences, there are internships that provide practical applications of scientific methods.

Chemistry and biology students work in the state laboratory system or in private hospital labs. They may assist professional staff in the testing and analysis of various drugs. In some instances, students may be given responsibility for independent research projects. Supervisors often provide readings and seminars relevant to the interns' projects.

Students in civil engineering have the opportunity to participate in transportation studies. In the past, interns have evaluated transit systems from the standpoint of their environmental impact, and have studied the feasibility of providing specialized transportation to elderly or handicapped citizens.

A variety of state and nonprofit human services agencies request students with knowledge of statistical methods to collect and compile data for inclusion in annual reports, brochures, and pamphlets.

Among the many agencies that offer internships to students in applied sciences are:

Boston City Hospital

Dana Farber Cancer Institute

Massachusetts Department of Public Health

Massachusetts State Laboratory Institute

McLean Hospital

New England Aquarium

# **arts**



For many internships in the arts, enthusiasm and a willingness to learn are all that are required of students. Arts internships are available in theater groups, artists' groups, and nonprofit human services organizations.

As assistant production managers, interns help coordinate theater productions. This responsibility might include everything from setting up props to acting as liaison between artists and business personnel. Interns often have the opportunity to travel with the group to performances in other parts of the state. For students with more technical backgrounds in theater arts, there are opportunities to work on lighting, set design, costumes, and make-up.

Students with artistic ability work with public relations staff at nonprofit service agencies. Interns may produce original illustrations for magazines, posters, or flyers for the agency's promotional campaign or special events.

Among the many agencies offering internships to students in the arts are:

- Boston Shakespeare Company
- Cultural Education Collaborative
- Institute for Contemporary Art
- Lyric Stage
- Massachusetts Council on the Arts and Humanities
- Opera Company of Boston

# communication and media

Communication and media internships offer students the opportunity to obtain "hands-on" experience in public relations, journalism, TV production, photography, communications research, and broadcasting.

For students interested in television, positions are available in local stations. Interns participate in the day-to-day operations of the studio and operate camera, video, and audio equipment. Student interns may also develop and evaluate news and talk shows, public awareness programs, or educational shows for children.

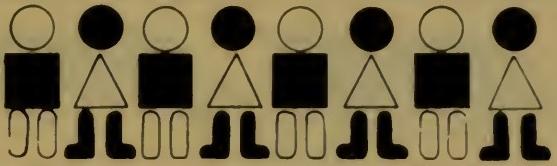
Advertising and public relations students will find many challenges in government and nonprofit social service agencies. In these agencies student interns may take responsibility for an entire department's promotional campaign, or work with professionals organizing and publicizing major events. For elected officials, communications interns have the chance to act as press and media liaisons.

Many government and nonprofit agencies produce newsletters, brochures, and annual reports. Journalism students contribute to these publications by writing, editing, and laying-out copy. Interns may also be involved in obtaining cost estimates from printing companies, ordering materials, and contracting for services.

Among the many agencies that offer internship opportunities for students in communication and media are:

The Copley Society of Boston  
Loon and Heron Theater for Children  
Massachusetts Educational Television  
Massachusetts Cultural Alliance  
WGBH

# counseling



Through internships in counseling, students become involved with clients and their lives. Working with professionals in the field puts into practice the theories and techniques students learn in school. Counseling internships require a high degree of dedication and respect for people. Students who take on a caseload of clients may be required to make a nine to twelve month commitment.

People often come to community counseling centers with problems relating to family, education, or employment. Student interns conduct intake interviews and assessments for professional counselors. Occasionally, students are given responsibility for group or individual therapy sessions.

Counseling opportunities are also available in agencies that deal with special client populations. Former or current inmates, troubled adolescents, and people with alcohol or other drug-related problems all benefit from the counseling skills and concern interns have to offer.

Some students are interested in counseling clients who do not present a "problem." These internships are available in high schools, community centers, teen recreation programs, and senior citizen centers.

Among the many agencies that offer counseling opportunities for interns are:

Department of Social Services

Erich Lindemann Mental Health Center

Massachusetts Rehabilitation Commission

Parents Anonymous of Massachusetts

Jobs For Bay State Graduates



## **education**

Internships in education provide students with practical experience they may need to successfully enter this field after graduation. Many students use internships to discover which aspects of education are most in line with their career goals.

Student teaching is often a requirement for many education majors. The Mass. Internship Office provides student teaching opportunities in traditional and alternative schools, day care centers, and after school programs. Interns assist instructors in the classroom and learn about the overall responsibilities of the teaching profession. Students also help plan daily lessons and attend staff meetings with teachers and school administrators.

For students interested in education administration, there are positions available in state and municipal education departments.

Opportunities for interns also exist in museums, libraries, and historical societies. Students develop expertise in substantive areas, then disseminate this information to the public through tours, presentations, and other education programs.

Among the many agencies that offer internships in education are:

Cambridge Community Schools  
John F. Kennedy Library  
Massachusetts Department of Education  
Museum of Science  
United Nations Association

# **environmental affairs**



For environmental science students or students with an interest in ecology, an internship in environmental affairs is one good way to put skills and concern into practice. Internships in this area offer students the chance to consider environmental programs from the standpoint of their impact on people and economic soundness, as well as from a purely ecological perspective.

Interns in government agencies research issues relevant to new environmental programs, then assist policy makers in communicating the specifics of these programs to ensure compliance on the local level. In nonprofit advocacy organizations, interns participate in the writing and filing of new legislation and track the bill's progress through the legislature. Students with more technical knowledge may collect and analyze data for testimony at public hearings. Interns also take part in educating the public as to the consequences of government action (or inaction) regarding environmental problems.

In the past years, students have researched areas relating to the protection of the Commonwealth's water supply, the management of wastewater and solid waste, and the development of warranty and safety standards for solar heating equipment.

Among the many agencies that offer internships in environmental affairs are:

Citizens Energy Corporation

Department of Environmental Quality Engineering

Friends of the Earth

Massachusetts Department of Food and Agriculture

Metropolitan District Commission



The health fields offer innumerable opportunities for interns in hospitals, community clinics, government health agencies, and private health research organizations.

As assistant continuing care coordinators in a large hospital, student interns keep track of patients' progress and records during their hospital stay. Interns accompany doctors and nurses on "rounds" and attend staff meetings. Students also provide direct services, help patients determine their welfare eligibility, or assist families in locating alternative care for patients who need it.

Students in physical therapy have the opportunity to participate in patient exercise and hydrotherapy sessions. Students often work under the direct supervision of professional physical therapists or rehabilitation specialists.

For students interested in health administration, there are internships in government and private health planning agencies. In the past, students have researched such areas as disease control, alcoholism, radiation control, public health planning and policy, preventive medicine, mental health, lead poisoning prevention, and family planning.

Among the many agencies that offer internships in health are:

American Red Cross  
Children's Hospital Medical Center  
Massachusetts Department of Public Health  
Massachusetts Eye and Ear Infirmary  
New England Medical Center Hospital  
North Shore Community Health Center

# **law and government**



Internships in law and government are available for students interested in legislative processes, legal advocacy, consumer protection, public administration, minority rights, urban planning, criminal justice, or political campaigns. In all these areas (and many more) interns observe and participate in public policy formulation and implementation.

Legislative interns handle citizen inquiries and complaints, research legal issues, and draft sections of proposed legislation, or act as the eyes and ears of their sponsors at hearings and community meetings. In nonprofit advocacy agencies, interns monitor the legal system from the "outside." Students keep track of legislators' voting records or their stands on important issues, then disseminate this information to the public. Interns participate in the formulation of the agency's stand on issues and assist in the writing of policy and position papers.

Law students assist legal counsels in administrative departments of state and local government, reviewing departmental compliance with legislative mandates. Law students also have the opportunity to intern in nonprofit legal clinics, helping to represent the interests of special clients. These clients might include elderly or handicapped citizens, prison inmates, children, or people who simply do not have access to legal services.

Among the many agencies that offer internships in law and government are:

Attorney General's Office

Lieutenant Governor's Office

Massachusetts Commission Against Discrimination

Massachusetts Office for Children

Massachusetts State Legislature

World Affairs Council of Boston



# management

Hospitals, theater groups, community development corporations, government agencies, mental health centers, environmental groups, schools — all these organizations have an on-going need for management interns.

As accounting assistants in a large hospital, students assist senior accountants in developing departmental budgets and preparing statistical cost reports for outside funding and regulatory agencies.

Students interested in management systems may be given considerable responsibility for administrative operations in a small, nonprofit agency. Students participate in productivity studies or act as "trouble-shooters" for their sponsors, learning about different aspects of the organization and pinpointing problem areas.

In state personnel offices interns interview job applicants, review resumes, and match applicants' skills to appropriate positions. In the past, students have also participated in the development of new recruitment and classification methods for state agencies.

Internships are also available in nonprofit agencies that develop employment opportunities for disadvantaged clients. Students help identify appropriate market areas and assist agency staff in the evaluation of potential employers.

Among the many agencies that offer management internships are:

Economic Development and Industrial Corporation

Executive Office of Transportation and Construction

MBTA Advisory Board

Mass. Department of Commerce and Development

Mass. Office of International Trade and Finance

Mass. Urban Reinvestment Advisory Group, Inc.

The Mass. Internship Office placement files are located at the following college offices.

**BOSTON COLLEGE**  
Career Center  
38 Commonwealth Avenue  
Chestnut Hill, MA 02167  
552-3430

**BOSTON UNIVERSITY**  
Career Exploration Office  
19 Deerfield Street  
Boston, MA 02215  
353-3590

**BRANDEIS UNIVERSITY**  
Career Development and Information  
Hiatt Career Development Center  
Waltham, MA 02154  
647-2105

**CURRY COLLEGE**  
Office of Field Experience Education  
Hafer 203  
Milton, MA 02186  
333-0500 x184

**HARVARD UNIVERSITY**  
Career Services and Off-Campus Learning  
54 Dunster Street  
Cambridge, MA 02138  
459-2595

**NORTHEASTERN UNIVERSITY**  
Placement Services  
133 Nightingale Hall  
Boston, MA 02115  
437-2428

**PINE MANOR COLLEGE**  
Office of Internships  
Chestnut Hill, MA 02167  
731-7154

**REGIS COLLEGE**  
Internship Coordinator  
235 Wellesley Street  
Weston, MA 02193  
893-1820 x349

**SIMMONS COLLEGE**  
Student Employment Office  
300 The Fenway  
Boston, MA 02115  
738-2177

**TUFTS UNIVERSITY**  
Dean of Undergraduate Studies  
Ballou Hall  
Medford, MA 02155  
628-5000 x3166

**UMASS/AMHERST**  
Office of Internships  
16 Curry-Hicks Building  
Amherst, MA 01003  
(413)545-0727

**UMASS/BOSTON**  
Co-Op/Internship Program  
Wheatley 2/203  
Harbor Campus  
Boston, MA 02125  
929-8496

**WELLESLEY COLLEGE**  
Center for Women's Careers  
Wellesley, MA 02181  
235-0320 x2355

**massachusetts internship office**

330 Stuart Street  
Boston, Massachusetts 02116  
(617) 727-8688

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